

# **American West College**

## **School Catalog 2022-2023**

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## **Catalog Policies**

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog.

The catalog is thoroughly reviewed and updated on an annual basis.

A copy of the current student catalog is made available to each student in either written or electronic form. The catalog will be made available to the students prior to signing the enrollment agreement. Students will be given access to updates and revisions of the catalog, if any, while they are enrolled in the program.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious belief, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

### **Individual Responsibility**

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution's rules and regulations published in this catalog.

## **Website**

The latest catalog, School Performance Fact Sheet, Annual report, and links to the Bureau of Private Postsecondary Education website can be located at our website: <http://www.americanwestuniversity.com>

## **American West College**

Welcome all people under heaven!

The mission of American West College is to provide quality career education to students who wish to pursue occupations in medical assistance and massage therapy, as well as in business administration and leadership .

Our Medical Assistant program as well as business administration prepares students for a career in medical assistance, where they will perform both administrative and clinical tasks assisting doctors and nurses in hospitals, clinics, or other types of medical facilities.

Our program in Massage Therapy as well as business administration prepares students for a career in Massage Therapy. Some graduates may choose to launch and manage their own businesses, while others may choose to be employed as a massage therapists or physical therapy aid assistants in a wide variety of settings

American West College recognizes the worth and dignity of all people. All students are encouraged to reach their maximum potential within the framework of their individual needs, interests, and capabilities. A strong emphasis is laid on ethics, accountability, professionalism, and commitments to pursue lifelong personal and professional development.

American West College supports students' efforts to succeed academically, vocationally, and personally. The services of individual advising and academic tutoring are provided.



## SCHOOL INFORMATION & POLICIES

### **Mission Statement:**

American West College exists to serve the community and church by equipping students with vocational, academic and professional resources so that they become Christlike leaders.

**Vision Statement:** To become the premier provider of quality career education in the Los Angeles area and beyond.

**Purpose Statement:** We exist to provide high quality, relevant career education programs that meet the needs of our community and world.

### **Institutional Educational Objectives:**

To provide practical, career-oriented programs that will meet the needs of our students and the needs of our community that can be met by career education.

To facilitate an educational environment that encourages academic excellence, creativity, and critical thinking skills.

To develop programs that balance academic pursuit with practical training and experience.

To mentor students who are able to excel in the workplace and make a positive difference in our world.

### **BPPE Approval Disclosure**

American West College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (B.P.P.E.). “Approval” means compliance with state standards as set forth in the CEC AND 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

### **Crime Statistics Report**

No criminal arrests or offenses have occurred in the following categories on the school premises from 2009 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation,

ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.

### **Questions**

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

### **Review Documents Before Signing**

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. ”

### **Complaints**

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site”: [www.bppe.ca.gov](http://www.bppe.ca.gov).”

### **Physical Address**

American West College classes are held in facilities and uses equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, handicapped access and health requirements. A.W.C’s campus is located minutes from public transportation at 2426 West 8<sup>th</sup> Street, Suite 213 , Los Angeles, California, 90057 and has classrooms, a student lounge and administrative offices. The student lounge is furnished with modern equipment and a bookshelf full of a number of fine books and educational materials.

## **Admission Requirements & Procedures**

American West College is open to career minded individuals who, in the opinion of the school staff, would be able to learn and utilize the skills taught for employment. American West College accepts students with a High School Diploma, General Education Development (GED) or Applicants who have passed the California High School Proficiency Examination (CHSPE). In lieu of these, ability-to-benefit students who receive a passing score on the Wonderlic Ability-to-

Benefit (ABT) may also be admitted (see below for further information). In addition, applicants should have reached the age of 16 years old, the compulsory age as defined by the State of California Department of Education. Students must demonstrate proficiency in English, as all courses are taught in English. Aside from this, all candidates are thoroughly screened and tested to determine their capabilities and career potential.

All applications are taken in person. An appointment is necessary. If an entrance examination is required, the receptionist will arrange for the exam to be administered. The admission office is open from 9:00 am to 6:00 PM Monday through Friday; evening or Sunday interviews may be arranged by special appointment only. Students may enroll daily for upcoming start dates.

Students must be legal citizens of the United States. American West College is not able to provide Visa services, and therefore cannot admit students from foreign countries.

### **Ability to Benefit**

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West.

### **Proficiency in English Requirement**

Proficiency in the English language is required, as all courses are taught in English. A.W.C. does not currently offer the English as a Second Language (ESL) program. Students for whom English is not their first language, should take the Compass ESL placement test. The following scores are needed to prove English proficiency: Grammar/Usage: 64, Reading: 70, Listening: 70. As an alternative, a TOEFL score of 550 (paper based) or 80 (internet based) or above would indicate sufficient English proficiency.

### **Credit for Previous Education**

All Students transferring to American West College will be required to provide transcripts from

the previous institution(s). We will consider awarding credit from other approved or accredited postsecondary institutions. When evaluation is made of the student's transcript, credit may be given for courses successfully completed with a grade of C or better at another approved or accredited postsecondary institution where course and credit values are comparable to those offered by this institution. Transfer credits may not exceed 50% of the program and are not used in calculating the cumulative grade point average.

### **Course Challenge Examination**

Students may challenge courses by taking examinations designed to verify the student's knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the "Petition for Credit Examination" approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students must also pay the course challenge examination fee prior to taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters for which the credit has not yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses the same knowledge and/ or skills as those students who successfully completed a similar course offered at American West College. The letter grade of "P" will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student's permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee.

### **Accreditation Disclosures**

American West College is not accredited by any accrediting agency recognized by the United States Department of Education (USDE) at this time. As such we are not eligible for federal student aid programs.

### **Articulation or Transfer Agreements with Other Schools**

The college has not entered into an articulation or transfer agreement with any other college or

university. Institutions vary in the nature of which credits are acceptable and it is at the discretion of each institution to accept credits from another school. American West College retains the same discretionary rights.

### **Transfer Policy**

Academic work done at accredited institutions in the US and Canada, or at schools in other countries that have recognition from the ministry of education, may be transferred into AWC programs if the work fits into our curriculum. In some cases, work from an unaccredited school may be transferred. See evaluation procedures below. Students must earn at least 40% of the credits required for a degree through AWC.

A student should not merely assume that previous credits will transfer. Among other considerations, AWC requires that previously earned credits have earned a minimum grade of “C,” have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely.

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts to the student. The student must not open the envelope or disturb the official seal. Bring the transcripts to the academic dean for evaluation. If the student believes that denied credits should have been approved, he or she may inform the academic dean that the student wishes to appeal the decision. In such a case, the academic dean will ask two faculty members to review the decision.

**EVALUATION PROCEDURES:** Students can help facilitate the credit evaluation process, and make approval more likely, by bringing syllabi, textbooks or other materials from the courses he or she wishes to transfer. The evaluator(s) may contact the school to explore information such as faculty credentials, library volumes, accredited schools accepting their credits, etc. This is especially important for any work to be considered from an unaccredited school in the US, Canada or other countries. For work from other countries, the student may need to pay a fee for AWC to have credits evaluated by an outside agency.

It is **particularly important** that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at AWC. It is crucial that before a student starts to take courses here, the student knows which courses will or will not be transferred into this

school. Otherwise, a student may take courses again that were not needed, or may not be planning to take course here that will still be required.

Students are invited to talk to the Chief Academic Officer about the likelihood of transfer to or from another higher education institution.

It is also important to recognize that no school is required to accept credits from any other school. Credits from an unaccredited school tend to be harder to transfer. Especially before AWC is accredited, students should not merely assume AWC credits will transfer to another particular school. Instead, the student should contact the registrar of the other school to inquire whether they will take AWC credits. Students are invited to talk to the academic dean about the likelihood of transfer to another higher education institution.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution:**

“The transferability of credits you earn at American West College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in our Massage Therapy/Medical Assistant program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma/certificate that you earn at the institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American West College to determine if your credits or certificate will transfer.

If the institution offers more than one educational program, only the program in which the student is enrolling must be listed.”:

### **Acceptance to the College**

Upon completion of the required documents for admission, the administration will review the information and inform the applicant in writing whether they have been accepted for enrollment. If an applicant is not accepted, all money paid is refunded.

### **Visa Services**

American West College is not currently admitting students from other countries and does not currently provide visa services and does not vouch for student status or any associated charges.

## **Withdrawal from the College**

Students who decide to withdraw from school prior to completion should follow the steps below:

1. Meet with the director or designated administrator to discuss the student's decision to withdraw.
2. Meet with the designated financial aid official to see if obligations still exist.
3. Put their decision to withdraw in writing and give it to the Director.

## **Academic Policies**

### **Graduation Requirements**

The candidate for diploma must:

1. Complete all classes with a passing grade and complete all other curriculum requirements for their course of study.
2. Satisfactorily perform the applicable internship/clinical portion of their study.
3. Fulfill all financial obligations to American West College prior to graduation.

### **Grade Point Average Scale**

Grade	Percentage	Evaluation	Grade Point Average
A	94-100	Excellent	4.0
A-	90-93		3.7
B+	87-89		3.3
B	84-90	Good	3.0
B-	80-83		2.7
C+	77-79		2.3

C	73-76	Average	2.0
C-	70-72		1.7
D+	67-69		1.3
D	63-66	Below Average	1.0
D-	60-62		0.7
F	0-59	Failing	0.0

### **Satisfactory Academic Progress**

Grades are based on a combination of written and oral examinations and evaluations of practical laboratory applications.

Students who fall below a 70% average in a class may be required to repeat the class. Students who are required to repeat subjects will not be charged an additional fee.

### **Unsatisfactory Academic and Progress Requirement**

Students who fail a course, or whose cumulative fall or spring term GPA falls below 1.75 will be placed on academic probation. In this situation, the student will receive correspondence, in written form, from the Registrar outlining a plan of study designed to improve his or her academic performance.

### **Probationary Status**

American West students must maintain at least a 1.75 GPA to graduate. Current students are placed on academic probation for:

- Failing a course
- A cumulative GPA that falls below a 1.75.

Incoming students may be placed on academic probation by the Office of Admissions when necessary. Check with your admissions counselor if you think your academic status is in error.



When placed on academic probation, a comment is inserted into the student's official transcript. A student who is on academic probation needs to maintain a GPA of at least 1.75 to avoid academic dismissal. For subsequent modules/courses on academic probation (or for a probationary student in his/her very first term at AW), the student must maintain letter grades of at least a C- or higher in each course in addition to the GPA requirement.

Students who are placed on academic probation will be required to meet with the registrar prior to the beginning of the next course module for academic counseling and to review a plan for future success in the program. In this situation, the student will receive correspondence, in written form, from the Registrar outlining a plan of study designed to improve his or her academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, supplemental work in reading and writing, or such other provisions as may seem appropriate in each case. The student is obliged to follow this plan of study until he/she is released from probation. AWC will do everything we can to encourage you to be successful in the program. Failure to report to the registrar prior to the next class module may lead to dismissal from the program.

The student is released from probation upon successful completion of a course module with a grade of B or higher or when the cumulative GPA is 2.0 or higher. The transcript will then receive an additional comment that notes the date that the student was released from academic probation.

### **Attendance & Conduct**

American West College urges all students to attend classes on a regular and consistent basis in order to compete in the highly competitive labor market. Thus, students are expected to attend all classes as scheduled. Attendance is recorded on a daily basis and excellent attendance is required. To maintain satisfactory attendance, student may not be absent for more than 20% of any course. Absences in excess of 20% of any course will lead to probation or expulsion from school. Tardiness for a lecture in excess of 10 minutes will be regarded as an absence. In the rare case when a student must be absent, Make-up work will be required to master the material that was missed. See our make-up policy below.

A leave of absence may be granted during training when necessary. A leave of absence form must be filed by the student with the Director. Absences from training are classified as excused or unexcused. A student who is absent for more than 10 days in school program without an excuse may be placed on probation.

Although American West College operates in an informal atmosphere, proper discipline is

maintained at all times. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Thus, American West College has established guidelines for proper conduct. Students who do not arrive to class by the scheduled start time will receive a tardy on their attendance record. Students who depart from class before scheduled completion time will receive an early departure on their attendance record. Excessive tardiness and/or early departures can lead to probation or expulsion.

### **Make-Up Policy**

Students must make up all work and classes missed and are accountable for learning the material covered while absent. All work must be completed in order to receive course credit. Upon return from an absence, the student must meet with the instructor to develop a plan to make up for work and hours missed. The Student must make up work and time missed by a class absence in order to complete the program. All work must be completed, and any absence will require additional work to make up for the absence.

### **Financial Aid Services**

The College does not offer any state or federal loan guarantees; no loans of any kind are offered at the College. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid program funds.

### **Bankruptcy**

American West College has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **Placement Department**

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, understanding the significance of networking, finishing job applications, the characteristics of a professional image, interview follow-up, work place manners, time management skills, and successfully navigating the work place. Students who request our help will be alerted to any relevant job openings that we receive via email and/or bulletin board postings

at the school. We also train students in searching relevant online websites to aid in their placement.

### **College Facilities**

The American West College facility utilizes 2,000 square feet of classroom, laboratories, student lounges, administrative offices, and work area. The college is convenient to both private and public transportation and is located near downtown Los Angeles. Each program is taught in specially built, well-equipped classrooms and laboratories. The facility it occupies and the equipment it uses comply with all federal, state, and local ordinances and regulations, including those related to fire safety, building safety and health. American West College is proud of its carefully selected staff and faculty members who bring varied educational and work experiences from their specialties.

### **Library**

The library is located on the second floor at the main campus. The computer lab functions as a multi-purpose resource room for both library use and classroom interaction. The computers are available for personal student use and conventional classroom use, computer and software classes, computer-aided classes, lecture or guest presentations, and real-time video (Zoom) and Internet interactive classes and presentations.

AWC is setting up the library catalog and system in order to provide resources for students and faculty members. The library currently has 2,000 books and magazines, as well as from e-book library (library world), available for students and faculties.

<https://libraryworld.com/>

The institutional website will be prepared to provide useful resources for professional development, research, and academic materials. The library will expand the e-library which includes an online catalog that allows users to browse the current holdings, check the status of loans, and reserve materials remotely.

Students can use the campus Library. To help students locate materials in the collection, the library is equipped with computers for research purposes. Users can search materials visiting the following address when they are off-campus: <https://americanwestuniversity.com> (on progress) and click on “Library and Resource.”

Library hours during weekdays are 9AM to 9PM. Library is also available on weekends by appointment.

The American West College administrative office has a spacious area housing computer station with internet access, spacious study tables and contains a wide variety of resource materials for student use inside and outside of class. Students may do research and use textbooks, dictionaries, encyclopedias newspapers, and periodicals to stay abreast of current events and industry trends.

LIRN Academic eBook collection offers more than 170,000 e-books, this collection includes titles from leading universities across the country. This growing subscription package contains a vast selection of multidisciplinary resources representing a broad range of academic subjects such as business and economics, education, language arts, philosophy, political science, religion, social science, technology, and engineering. The breadth of information available through this package ensures that students and faculty members will have access to information relevant to their research needs. All titles are available with unlimited user access and titles are added regularly to the collection by LIRN.

All current online library and learning resources will be available to students and faculties through the institutional website and through partner online resources. The library issues an account with login identification and password to students and faculty for accessing all online resources available including LIRN e-database. Students and faculty will be able to download PDF files from all online resources.

<https://www.lirn.net>

The subscription allows logins for students to log in from anywhere through the website to be used at the institution or at home for research purposes. The subscription is renewed annually.

The library will issue an account with login identification and password to students and faculty for accessing all online resources available including the LIRN e-database.

The nearest public libraries are located at 694 S. Oxford Avenue (Pio Pico Library) and 1030 S. Alvarado Street (Pico Union Branch Library), both within a few minutes of driving distance from the main campus. The hours are for both are as follows: 10AM – 8PM on Mondays and Wednesday, Noon-8PM on Tuesdays and Thursdays, and 9:30AM – 5:30PM on Fridays and Saturdays. In addition to the many other fine Los Angeles library branches conveniently located near our students, we also provide quiet places to study in our on -campus library, student library, and the courtyard.

## **Student Services**

Student interaction is considered to be a key component of the academic experience at American West College. Societies and class organizations are designed to encourage opportunities for student communication. Areas are furnished to provide comfortable environments for small group meetings. Class assignments include group work and cooperative learning activities.

### **1. Student Orientation**

During orientation, a school administrator will inform the student at the College facilities, services, grading policies, graduation requirements, etc. as described in this catalog. American West College welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's CEO.

### **2. Academic Advisement**

All students are provided with personal assistance in regard to program requirements and scheduling. Additionally, individual assistance and advising are available to students with special academic difficulties. Enrollees are encouraged to make an appointment with their instructor immediately if any scholastic problems take place. All students are urged to take advantage of this valuable assistance.

### **3. Current Student Information**

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the case of an emergency.

### **4. Telephone**

Emergency calls will be made to the student as received.

### **5. Student Activities and Programs**

American West College provides a variety of services and programs designed to help students during their studies. Recognizing that a well-rounded education demands attention to personal as well as professional growth, A.W.C. encourages students to include their families, friends, and significant others in the educational process. Additionally, A.W.C. sponsors activities and organizations to foster integration of personal and professional development.

## **6. Study Groups**

Students are encouraged to form study groups with other American West College students enrolled in the same program. Study groups strongly assist in the learning process through small group discussion and exam preparation. Our experience has shown that students who participate in study groups improve their overall academic performance and understanding of course subject matter.

## **7. Medical, Dental, Psychological Care**

Successful progression through a program of study requires sufficient sleep, exercise and a healthy diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student needs personal psychological counseling, the CEO will provide a list of services available in the community.

## **8. Pregnancy**

Upon confirmation of pregnancy, the student must provide the CEO with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

## **9. Child Care**

American West College is not equipped or properly staffed to provide childcare services for students.

## **10. Guidance Services**

American West College offers guidance services to every student. The staff and faculty are eager to assist students in working out solutions to problems they may experience on the path of their education.

## **Housing**

At this time American West College is a non-residential campus and, consequently, the full responsibility for providing housing is borne by the students. **We do not have dormitories for student housing. We do not find nor assist students in finding housing.** However, the Koreatown area of Los Angeles has heavy concentrations of apartment buildings as well as hotels to fit any budget. Living modestly, one should expect to pay \$1500 to 2000 a month for an apartment. Again, students at American West College are responsible to find their own housing as we do not have or operate dormitories.

### **Credit for Experiential Learning**

American West College does not award credit for student's prior experiential learning.

### **Distance Education**

American West College does not currently offer Distance Education classes.

### **Internship & Clinical Experience**

The final phase of study is spent in non-compensated internship or clinical experience. Students will be placed in appropriate facilities to continue their training under the supervision of mentors who are teachers or clinical or office professionals (as is appropriate with the program you are taking). During internship, students are expected to perform in a professional manner and to assist the professional.

The internship facility will submit evaluations of the student's performance based upon the standards set by the institution. Students must satisfactorily complete the internship to graduate.

## **Student's Rights**

### **Notice of Student Rights**

You may cancel your enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to receive a refund for the part of the course not taken if you withdraw (see below for refund policy). If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information. If you have any complaints, questions, or problems which you cannot work out with the college, write or call the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818. (916) 431-6959 or toll free at (888) 370-7589.

### **Student Grievance Procedures**

American West College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an American West College student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution

provides established grievance procedures. The CEO shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

While it is suggested that students use American West College's internal grievance process first, it is not required and students may contact the Bureau for Private Postsecondary Education at any time. There are no guidelines for contacting the Bureau, students may contact the Bureau anytime and in any way they see fit. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Definition of Grievance**

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body.

The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted in letter form to American West College. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

### **Steps toward Resolution**

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the CEO. Resolution shall be attempted at the lowest possible level.

### **Procedures for Official Hearings**

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the CEO will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the CEO, the Admission Director, the Registrar, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case,



including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

### **Recourse after Grievance Hearing**

If students have exhausted these procedures, and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education. **They may contact the Bureau at any time in any way they see fit.** In contacting the Bureau with a grievance, students can use the following guidelines.

1. Contact the Bureau for Private Postsecondary Education offices by mail. A written follow-up letter may accompany complaints received by phone.
2. Include the following required information in the letter of complaint:
  - a. The nature of the problem
  - b. The approximate date(s) that the problem(s) occurred
  - c. The name(s) of the individual(s) involved in the problem(s) (within the institution, or any other students who were involved)
  - d. Copies of essential information regarding the problem(s) (facts, not rumors, lead to solutions)
  - e. Evidence demonstrating that the institution's complaint procedure was followed before contacting the Dept. of Consumer Affairs
  - f. The complaint should be signed

Send the complaint to: Bureau for Private Postsecondary Education (BPPE),  
1747 N. Market Blvd, Suite 225, Sacramento, California, 95834 (916) 574-8900.

### **Changes in Programs or Policies**

The institution has the right, at its discretion to make reasonable changes in program content, materials, schedules, sequence of courses, or academic scheduling.

### **Make-Up Policy**

Students must make up all work and classes missed and are accountable for learning the material

covered while absent. All work must be completed in order to receive course credit.

**BUYER’S RIGHT TO CANCEL:**

You may cancel your enrollment agreement with American West College and receive a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you cancel, any payment you have made shall be returned to you within thirty (30) days of the date you signed a cancellation notice. To cancel the agreement for school, mail or deliver a signed and dated copy of the cancellation notice to the Director no later than midnight of the seventh day after enrollment, or the day of the first class whichever comes later. You must cancel in writing. You do not have the right to cancel by telephoning the school or by not coming class. If you have any complaints, questions, or problems which you cannot resolve with the school, contact the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834, or by calling the toll-free number (888) 370-7589

**Refund Policy**

If a student withdraws from the course of instruction after the period allowed for cancellation and prior to having completed 60% of his/her program, the College will remit a pro-rata refund, if applicable, less a registration fee not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of quarter credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student’s enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty days (30) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to plan with the college to pay it.

The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

***HYPOTHETICAL EXAMPLE:***

The student pays a program consisting of 1000 clock hours (\$7000 tuition +100 registration fee=\$7100)

The student completes 500 clock hours (50%)

Unused hours for which the student has paid = 500 hours.

Amount Paid = \$7,000 tuition + \$100 registration fee.

Pro-rata Refund Amount: \$7,100 minus \$100 = \$7,000,  $\$7,000 \times 50\% = \mathbf{\$3,500}$

Money will be refunded for any reusable equipment returned in good condition within 30 days of the effective withdrawal date. The school reserves the right to postpone or change the date or time when any class is offered if the majority of enrolled students agree to the change. Students who do not want the change will be offered a full refund for the class affected.

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

**Note:** If a student has completed more than 60% of the scheduled hours in the current term (actual hours attended divided by hours in the quarter), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges. The student will not be entitled to a refund.

**RIGHT TO WITHDRAW AND RECEIVE REFUND:** You still have the right to withdraw at any time. The effective withdrawal date for a student shall be

- (1) The date the student notifies the college of withdrawal, or
- (2) The date the college terminates the student's enrollment, or
- (3) The end of the 21<sup>st</sup> day of non-attendance.
- (4) If you withdraw, or are terminated by the college, the college shall remit a refund, less a Registration Fee of \$100, within 30 days following the effective withdrawal date.

## **Student Records**

Student records are maintained securely at our offices for all students including files for each student who enrolls in the institution whether or not they complete the educational service. These files include all pertinent student records including (but not limited to): grades, attendance, prior education and training, copies of all documents signed by the student, records of dates of enrollment, and (when applicable) withdrawal, leaves of absence, and graduation. The file includes a transcript showing courses that were completed, attempted but not completed and dates of completion or withdrawal, credit awarded for prior experiential learning (including course title and amount of credit), credit for courses earned at other institutions, credit based on examination, or educational achievement used for admission or placement, and the name, address, website address and phone number of the institution. Also included in the file: course outlines or learning contracts from independent study courses, dissertations, theses, and other student projects submitted by graduate students, a copy of documents related to student financial aid, a document showing the total amount of money received from or on behalf of the student and the dates on which the money was received, a document specifying the amount of a refund, itemized and dated along with the name and address of the person or entity to which the refund was sent, copies of any official advisory notices or warnings regarding the student's progress and any complaints received from the student. These files are maintained in the office of the Director for a period of at least five (5) years after the student's date of completion or withdrawal and are the property of American West College. Transcripts are retained indefinitely. Students have the right to view their records and should plan with the Director should they so desire.

## **Student Transcripts**

The College retains academic transcripts indefinitely. The school will provide one transcript without charge to each student. Additional transcripts cost \$3.00 each. The student's financial account must be current for transcripts to be furnished.

An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "unofficial" stamped on the transcript. Transcripts issued to the student are marked "Issued to Student."

## **Record Maintenance Policies**

- Transcripts are permanently retained
- Pertinent student records (described in 5 CCR Section 71920) are maintained for a period of at least 5 years from the student's date of completion or withdrawal.

- A record is considered current for three years following a student's completion or withdrawal.
- The school maintains functioning devices that can immediately reproduce exact, legible printed copies of any current record. For any record that is no longer current, an exact, legible printed copy will be reproduced within two (2) business days.
- Personnel are scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized to inspect and copy records.
- Any person authorized by current laws and regulations to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records.
- The Institution maintains a second set of all academic and financial records at a second location (except those records that are stored in fire resistant cabinets).
- All records maintained by the institution shall be made immediately available for inspection and copying during normal business hours by the Bureau and/or any entity authorized to conduct investigations.
- If the institution were to close, American West and its owners are jointly and severally responsible to arrange for the storage and safekeeping of all required records in California at their own expense for as long as those records must be maintained. The repository of those records shall make those records available immediately for inspection and copying without charge except as allowed by subdivision 71930(c)(4), during normal business hours by any entity authorized by law to inspect and copy records.

### **Family Educational Rights and Privacy Act of 1974, as amended**

American West College complies with the Family Educational Rights and Privacy Act (FERPA), which provides students certain rights related to their educational records. The following is a description of those rights:

- The Right to inspect and review the student's educational records within 45 days of the day the institution receives a written request for access. Students should submit to the college's Chief Academic Officer written requests that identify the record(s) they wish to inspect. The College's official will plan for access and notify the student of the time and place where records may be inspected. If the college does not main the records, the official to whom the request was submitted shall advise the student of the correct official to whom

the request should be addressed.

- The rights to request the amendment of the student's educational records that the student believes are inaccurate or misleading. The Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.
- Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address (es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office,

Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

### **Suspension & Dismissal**

Students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The college reserves the right to suspend or expel any student who:

1. Exhibits conduct which is found by the college staff to be detrimental to fellow students, the community, or the school.
2. Uses or is under the influence of alcohol or illegal drugs while on college property
3. Fails to make satisfactory academic progress.
4. Fails to meet attendance standards.
5. Engages in illegal activity on college property.

## PROGRAM DESCRIPTIONS

### **Bachelor of Science in Business Administration**

#### **Description**

BSBA program prepare students to serve as a Christian business leader. Students will see business as their ministry and develop excellence in leadership in their career. Students will articulate faith and vocational integration so that they will make an impact for God in this time and place.

#### **Total Number of Units**

120 units

Quarter System

Total 120 credits

General Studies: 42 credits

English and Communication

EC 110 College English I (Grammar)

EC 120 College English II (Composition)

EC 210 Oral Communication

EC 220 Intercultural Communication

GE 240 Research and Writing

Humanities and Social Sciences

HS 110 Introduction to Philosophy



HS 120 Introduction to Sociology  
HS 130 Introduction to Psychology  
HS 210 Introduction to Ethics  
HS 220 Introduction to Humanities

Technologies and Sciences

TS 110 College Algebra  
TS 120 Introduction to Business  
TS 130 Introduction to Economics  
TS 210 Introduction to Computer and IT  
TS 220 Health and Nutrition Sciences

Major Studies: 60 credits

Required

CM 310 Principles of Management  
CM 320 Principles of Economics  
CM 330 Organizational Behavior  
CM 340 Marketing Management  
CM 350 Financial Management  
CM 360 Management Sciences  
CM 370 Business Statics  
CM 380 Strategic Management

Advanced Studies: 30 credits

AM 310 Principles of Accounting  
AM 320 Principles of International Business  
AM 410 Principles of Microeconomics  
AM 412 Principles of Macroeconomics  
AM 420 Human Resources Management  
AM 430 Marketing Research  
AM 440 Investment Management  
AM 450 Operations Research  
AM 460 Management Information Systems  
AM 470 Business Law and Ethics

Electives Courses: 18 credits

EM 410 Leadership and Motivation  
EM 422 Consumer Behavior  
EM 430 Advertising and Promotion  
EM 440 Project Management  
EM 450 Franchise Management  
EM 460 Venture Management  
EM 470 E-Commerce Management  
EM 480 Small Business Management  
EM 490 Global Entrepreneurship

## **Admission Requirements**

General admission requirements are:

1. Submit the application with the non-refundable application fee \$100 (\$200 for international students) to the Admission Office.
2. Have official transcripts from the secondary school and all colleges/universities previously attended forwarded directly to the Admission Office.
3. Recommendation letters are optional. However, if provided, should be from two persons who have known you for at least one year, and are over 30 years of age.
4. English Proficiency: A minimum score of 45 (bachelor), 60 (graduate) on the Test of English as a Foreign Language (TOEFL iBT). This requirement applies to an applicant from a country where the native language is not English unless a diploma was earned in an English-speaking country.

Exemption:

- Official Transcript or diploma providing completion of U. S. high school or its equivalent.
- Official Transcript providing at least one year of higher education taught in English from an institution in the United States.
- Official Transcript or certificate providing completion of an advanced level of ESL course at an institution in the United States.

If you cannot provide any of the documents, you will take any additional proficiency(ACTFL English L&R cat) or AWC's ESL replacement Test required (minimum 70%).

### Admission Requirements

High school diploma or its equivalent

All previously attended college transcripts if applicable.

## **Requirement for Completion**

- Completion of 120 credits (with at least 60 semester credit hours at AWC)
- A minimum total GPA of 2.0

## **Course Description**

### **General Education**

#### **EC 110 College English I (Grammar)**

This course begins with instruction in grammar and writing then moves on to instruction in how to write college-level narrative, descriptive, analytical and persuasive essays, as well as an introduction to writing research papers.

#### **EC 120 College English II (Composition)**

This writing course focuses on reading and writing as integrally related skills. Students will study and practice reading comprehension, the writing process, and critical thinking. Students will create clear and correct sentences as they develop the skills necessary to write a variety of focused, developed, organized paragraphs and/or short essays. Students will be responsible for writing multiple full-process paragraphs/essays. The course may include a departmental proficiency test or portfolio assessment.

#### **EC 210 Oral Communication**

This course will provide students with the basic concepts of oral presentations. Students will be able to develop and deliver effective individual and group presentations in classroom and professional settings. The course is also designed to provide a maximum opportunity for practice and evaluation of presentation.

#### **EC 220 Intercultural Communication**

This course examines the basic elements of interpersonal communication and culture as the two relate to one another. Emphasis is given to the influence of culture on the interpretation of the communication act and to the communication skills that enhance cross-cultural communication.

#### **HS 110 Introduction to Philosophy**

In this course students will be introduced to basic philosophical concept, learn to navigate condensed questions, and unpack difficult concepts through the use of logical reasoning. Students will aim to

sharpen their use of critical thinking, analytical reasoning, reading comprehension, pattern recognition, and other useful mental tools for the purpose of asking good questions, seeking correct answers, and increasing their worldview.

### **HS 120 Introduction to Sociology**

The major objective of this course is to introduce students to sociology - the scientific study of human society and social behavior. All areas of social life will be examined including work, community, religion, schools, family, gender, race, class, stratification/inequality, and crime/deviance. Both the theories and methods of sociology will be reviewed. Primary concerns of the course will include the ways in which our behavior is influenced by groups; the nature and functions of the social institutions which we have created; and the relationship that exists between the individual and society.

### **HS 130 Introduction to Psychology**

This is an introductory course to Psychology which is geared toward developing a greater understanding of the reasoning behind individual's behavior and thought processes. The emphasis for this class will be placed on researching the interests of the students within the parameters of the text. Areas of study for this course include topics such as personality development, emotional development, mental health, parenting principles, psychoanalysis, learning and intelligence, family and social relationships, communications, the history and systems of fundamental psychology, and the systematic integration of Christian/biblical principles to human behavior and cognition.

### **HS 210 Introduction to Ethics**

This course is an introduction to the philosophical study of morality, including the theory of right and immoral behavior, the theory of value (goodness and badness), and the theory of virtue and vice.

### **HS 220 Introduction to Humanities**

This course is to introduce the study of social and cultural values as expressed through the major art forms, including painting, sculpture, architecture, literature, drama, music, dance, photography, and film. Topics include literature, philosophy, visual and performing arts, theater, music, science and religion.

### **TS 110 College Algebra**

This course is designed to provide students with fundamental algebraic concepts and necessary logical thinking and critical thinking skills needed to solve and formulate algebraic problems. Topics include inequalities, polynomials, linear and quadratic equations, and logarithmic and exponential functions.

**TS 120 Introduction to Business**

This course introduces to a broad overview of the primary functions of business, such as management, accounting, finance, marketing, organization, and operations. Topics include current business trends, entrepreneurship, competition in global markets, ethical behavior and social responsibility.

**TS 130 Introduction to Economics**

This course introduces an understanding of basic economic concepts, theories and principles. This course will help to students prepare for effective participation in society as citizens, producers, and consumers. Topics include a personal effectiveness through an understanding of contemporary economic issues.

**TS 210 Introduction to Computer & IT**

This course is an introduction to computers that focuses on the primary computer skills needed by all college students. The student who successfully completes this course should be able to create a paper using Microsoft Word; present the results of research using Microsoft PowerPoint; use the features of Microsoft Windows to create, edit, store, and search for files on a personal computer.

**TS 220 Health and Nutrition Sciences**

This course is designed to provide students with an understanding of the fundamental concepts of health & nutrition, including digestion, absorption, metabolism, and the function of nutrients as they related to human health and disease.

**AM 310 Principles of Accounting**

This course focuses to introduce an accounting principles, practices and techniques. This course covers the accounting cycle, financial statements, control of cash, inventories, plants assets, current liabilities, and payroll accounting.

**AM 320 Principles of International Business**

This course focuses the theories on trade, integration, and international business and management on a global basis. This course covers the growth of global markets for goods and services, changing international patterns of resource use, enablers that promote trade, and constraints on conducting business internationally.

**AM 410 Principles of Microeconomics**

This course is considered the basic tools of economic phenomena from the perspective of the individual. This course covers the basic concepts and tools needed to undertake the analysis that arise due to the law of scarcity. Topics include how individuals, households, and firms make decisions to allocate limited resources, typically in markets where goods or services are being bought and sold.

**AM 412 Principles of Macroeconomics**

This course is considered the basic tools of economic theory used to study markets, individual consumer behavior, and the behavior of companies. This course covers an overview such as determination of output, unemployment, inflation, determinants of growth, interest rates, monetary and fiscal policies, exchange rates, and international economic issues.

**AM 420 Human Resources Management**

This course focuses to study what can or should be done to make working people more productive, satisfied, and focused on achieving the company's objectives, and also to learn how to manage employee performance through human resource planning and development. Topics include job analysis and specification, recruitment, selection and training, job evaluation, supervision of employees, salary and wage administration, and labor relations.

**AM 430 Marketing Research**

This course is to enable students learn the concepts, process, tools and techniques of marketing research. This course also emphasizes the basic methodologies, such as a variety of techniques, and demonstrates how research applies to strategy, including marketing, advertising, sales and product design and development.

**AM 440 Investment Management**

This course focuses to acquaint the types of investment products, concepts, tools, and techniques that are available to help the individual investor. The topics cover investment alternatives, organization and regulation of securities markets, market efficiency, securities valuation, portfolio theory and management.

**AM 450 Operations Research**

This course is designed to introduce the students to the principles of operations research techniques and their applications in decision making. Topics cover parametric and sensitivity analysis, inventory control models under uncertainty, applied queuing models, networks models, portfolio management problem, replacement models and policies, dynamic programming, and reliability models.

**AM 460 Management Information Systems**

This course focuses on understanding information system is used in organizations. Topics include strategic use of IT, computer security and ethics, Its infrastructure including hardware/software and networking, organizing data, and systems development and implementation.

**AM 470 Business Law and Ethics**

This course examines law and ethics and values in business, investigating the moral responsibilities within the organization, reviewing several approaches to examining ethical issues, and examining justice from the perspective of procedures, compensation, and retribution.

**CM 310 Principles of Management**

This course presents a through and systematic coverage of management theory and practice. This course focuses applications of management theories to practical problems in planning, organizing, finance, marketing, operations, and controlling business activity, and managerial responsibility for effective and efficient achievement.

**CM 320 Principles of Economics**

This course presents the basic tools of microeconomic and macroeconomic topics. Microeconomics focuses consumer, companies, markets and income distribution, and macroeconomics focuses national production and income, employment, inflation and interest rates and money.

**CM 330 Organizational Behavior**

This course focuses to explore problems in introducing change in organizations, theory, and methods of intervention in organization development. This course covers the behavior of individuals, the dynamics of teamwork, various leadership strategies, dynamics of organizational change, the processes of small groups, decision-making, problem solving, and conflict management.

**CM 340 Marketing Management**

This course provides an overview an understanding of the concepts, strategies and issues of marketing processes and marketing principles. This course covers marketing concept, marketing environment and its constituents, SWOT analysis, market segmentation, targeting, differentiation and positioning(STP), marketing decisions, and strategic marketing planning.

**CM 350 Financial Management**

This course is designed as an introduction to fiscal management. Topics include time value of money,



sources of finance, investment decisions, stock and bond valuation, cash flows, capital markets, capital structure, working capital management, internal financing, and dividend policy.

### **CM 360 Management Sciences**

This course is the application of mathematical modeling and quantitative techniques to management decision making. Topics include linear programming, modeling and decision technology, distribution problems, network models, project management, and decision analysis.

### **CM 370 Business Statistics**

This course focuses statistics to solve management problems. Topics cover business data description and interpretation, probability, discrete and continuous random variables, estimation, hypothesis testing, and regression analysis.

### **CM 380 Strategic Management**

This course focuses the opportunity to study administrative processes under conditions of uncertainty including an integrating analysis applied to business. This course provides the knowledge and skills necessary to manage the long-term performance of a company, to analyze the sources of competitive success among companies, and to develop knowledge and skills necessary to effectively analyze and formulate strategy.

### **EM 410 Leadership and Motivation**

This course examines the foundational concepts of leadership reviews traditional theories of leadership, and investigate critical issues in leadership and motivation as they apply in the contemporary workplace. Applications develop critical thinking skills about the concepts.

### **EM 422 Consumer Behavior**

This course presents an eclectic and multi-disciplinary understanding of consumer behavior based on the wheel model that is useful and practical in its approach to conduct effective sales and marketing operations in addition to setting adapted marketing strategies. Topics include marketing strategy, consumer involvement and decision making, information search process, evaluative criteria and decision rules, consumer motivation, information processing, and consumer perception.

### **EM 430 Advertising and Promotion**

This course is designed as an introduction to the field of advertising and promotions management. Topics include an integrated communication to meet marketing objectives, planning, implementation, and evaluation of advertising and promotional programs.

**EM 440 Project Management**

This course presents the use of projects to accomplish goals, produce products, improve processes, and meet objectives. Topics include the role of the project manager in managing the project life cycle including defining tasks, scheduling, allocating resources, monitoring, and controlling.

**EM 450 Franchise Management**

This course is an overview of the concepts and principles of franchising management to pertain the economic sustainability of both the domestic and global markets. Topics include the characteristics of the franchisor and franchisee, an evaluation of franchising opportunities, the legal concerns of franchising, the development of appropriate strategies and the successful planning, implementation and launching of a new business.

**EM 460 Venture Management**

This course provides the issues, challenges and opportunities involved in the creation and management of a new venture business. This course is designed to study the development of analytical and conceptual skills, and opportunity, recognition, and value creation with limited resources in the management of new enterprises and new venture organizations.

**EM 470 e-Commerce Management**

This course introduces the managerial applications of Internet technology for a successful Web-based organization. Topics include the application of management principles to electronic business models, including business-to-consumer, business-to-business, and intra-business commercial ventures.

**EM 480 Small Business Management**

The course presents current theory and practice relating to starting and managing small companies. Topics include legal forms of ownership, financial planning and resources, and basic considerations in operation and control, also provides a comprehensive coverage of critical small business management issues and numerous real-world examples.

**EM 490 Global Entrepreneurship**

The course is to understand the process nature of entrepreneurship, and ways to manage the process, and to recognize the entrepreneurial potential in environment, and to learn the role of entrepreneurship within society, at the level of the organization. Topics include trading blocks, trade barriers, and standardization and adaptation of global entrepreneurship.

## **Medical Assistant Program (900 hours)**

### **Educational Objective**

The Medical Assistant Program prepares healthcare professionals in the skills needed to perform administrative and clinical duties and laboratory procedures in a medical clinic or office. The program will be taught through lectures, laboratory and externship training at clinical sites.

Our goal is to provide the highest quality of education and training so that we may meet the following objectives:

- To provide an environment that encourages student success in the classroom, the externship site and the job site.
- To help students to develop skills in communication, critical thinking, analysis, and problem-solving, leading to accurate decision-making.
- To teach students to think critically so that they will recognize, analyze and solve problems related to administrative, clinical and laboratory procedures.
- To give students a comprehensive understanding of policies and regulations related to carrying out administrative, clinical and laboratory duties.
- To enable students to demonstrate competency in the knowledge and skills required for entry-level positions in the practice of Medical Assisting.
- To thoroughly prepare students to work in a variety of settings such as physician offices, clinics, hospitals, public agencies, and volunteer agencies.
- To produce students with a strong ethical foundation in order to ensure that they will practice in a legal and ethical manner.
- To develop student professionalism by encouraging a positive attitude, good relational skills, responsibility and initiative.

### **Career Opportunities**

A graduate of the Medical Assistant Program may find employment as a medical assistant health care institution, clinics, both large or small, medical offices or health maintenance organizations. Job titles for the medical clerical worker include medical secretary (SOC Code 43-6013), administrative services manager (SOC Code 11-3011), receptionist / information clerk (SOC Code 43-4171), medical records and health information technician (SOC Code 29-2071), and billing and posting clerk (SOC Code: 43-3021).

## **Admission Requirements**

Admission to the program requires that the applicant be 16 years old or older, have a high school diploma, or have passed a GED or high school proficiency test. If a student has not graduated from high school and does not have a GED, or has not passed the California High School Proficiency Test, but is 16 years old or older, a determination of that student's ability to benefit from participation in the program will be required to pass an ability to benefit test (See information below).

In addition: applicants for admission to the Medical Assistant program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee:  
\$100.00

## **Ability to Benefit**

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West.

## **Graduation Requirements:**

- Pass all modules, course, and terms
- Satisfy all financial obligations
- Complete the programs
- Pass the program's final tests

Course	Description	Theory	Lab	Externship
MA101	Anatomy, Physiology and Terminology I	40	30	0
MA102	Anatomy, Physiology and Terminology II	40	30	0
MA103	Clinical Medical Assisting	60	70	0
MA104	Procedures for Medical Office	40	30	0
MA105	Medical Insurance	30	0	0
MA106	Medical Billing and Coding	60	30	0
COM101	Word Processing	20	20	0
COM102	Electronic Spreadsheet	20	20	0
MA107	Electronic Health Record	20	20	0
MA108	Employment Planning	20	0	0
MA109	Externship	0	0	300
<b>Total</b>	<b>Total</b>	<b>350</b>	<b>250</b>	<b>300</b>

**Total: 900 hours**

## **Coursework**

### **MA101 Anatomy, Physiology and Terminology I**

This module is the first of two that will introduce the anatomy, and physiology for the human body, along with the accompanying terminology. In this module we will focus on the skeletal, muscular, cardiovascular, lymphatic, immune, and respiratory systems. There will be an introduction to diagnostic methods and treatments associated with some of the more common diseases of these systems. Students will learn how to counsel patients regarding self-screening, nutrition guidelines and proper use of pharmaceuticals. Medical terminology including the prefixes, combining forms, and suffixes associated with these body systems will be a focus of the course. Students will become familiar with medical terminology (including definitions, spelling and pronunciation). They will also learn common abbreviations used in the medical field. Terminology used in medical billing and coding is also introduced in this module.

## **MA102 Anatomy, Physiology and Terminology II**

This module builds on the first and introduces the terminology, anatomy and physiology for the urinary, nervous, eyes and ears, integumentary, endocrine and reproductive systems of the human body. Diagnostic methods and treatments related to some of the more common diseases related to these body systems will be considered. The student will master the medical terminology, including the definition, spelling and pronunciation of medical terms. Abbreviations and codes utilized in medical billing and coding will also be introduced in the module.

## **MA103 Clinical Medical Assisting**

Students will be introduced to the profession of medical assistant in this module. They will gain an understanding of the responsibilities and role of a medical assistant. They will also gain understanding of the relationship of the medical assistant to the medical team. The primary focus of the course is to prepare students for the duties and roles often assigned to a clinical medical assistant in a wide variety of medical facilities. The topics covered in this course are organized into three main categories: (1) the fundamentals of clinical medical assisting (chap 1-11), (2) clinical duties related to medical specialties (chap 12-23), and (3) fundamentals of laboratory procedures (chap 24-30). The student will also be instructed in how to assist a doctor with exams and basic procedures in the clinic and will learn to assist physicians with minor in-office surgical procedures and as well as sterilizing and caring for medical/surgical instruments.

## **MA104 Procedures for Medical Office**

In this module, students will be introduced to the administrative duties of a medical assistant. Students will be encouraged and equipped to develop the attitudes, knowledge, discipline and skills that will be needed for employment in a medical clinic. Upon completion of the course, students should be able to carry out all administrative duties required for entry-level positions in medical assisting. One key focus will be patient record management. Other front-office management skills will also be emphasized: scheduling appointments, collecting patient information, and handling insurance claims, for example. Another important goal of the class is to gain an understanding of human relations, especially as it relates to working with patients. Topics such as dealing with difficult and problem patients, dealing with terminally ill patients, dealing with patients in traumatic situations will be discussed. Students will also learn about the importance of being sensitive to cultural issues when dealing with patients.

### **MA105 Medical Insurance**

This module is an introduction to health insurance. The class will provide a big picture perspective of the health care industry as well as a look at the details that are the daily concerns of medical assistants. The students will master the medical terminology related to health insurance. They will also learn about the fundamentals of managed care, several types of health care plans, and the structure of insurance claims. They will be introduced to medical billing and coding. Legal and ethical issues will be discussed in regard to healthcare. Recent and ongoing developments in the health care system will be discussed. Today's health care system will be analyzed from both a consumer and practice perspective. Practical advice concerning advising patients who are facing concerns about healthcare issues will be discussed.

### **MA106 Medical Billing and Coding**

This module focuses on the use of medical reference books, including ICD-10-CM, CPT and HCPCS. Students will become familiar with the use of the Physicians' Desk Reference (PDR) and the medical dictionary to aid in medical billing. A variety of commonly used forms are introduced. Students also discuss managed care, cost containment programs, Medicare, Medicaid/Medi-Cal, Worker's compensation, and fraud guidelines.

### **COM101 Word Processing**

This course is aimed at training the students so they can become proficient with some of the most common features of Microsoft Word typically used in an office setting. Besides acquiring basic skills necessary to create, format, modify, and print letters, documents, and reports; students will also learn to produce boilerplates, integrate mailing lists, and form letters.

### **COM102 Electronic Spreadsheet**

This course is aimed at training the students so they can become proficient with some of the most common features of Microsoft Excel typically used in an office setting. The student will learn how to format and enhance spreadsheets, use appropriate functions, interpret/analyze data, design templates, and using charts, diagrams, and graphics to add visual impact and improve the presentation of worksheets. Student will gain proficiency through hands on assignments in working with Microsoft Excel.

### **MA107 Electronic Health Record**

Students in this module are introduced to medical records management. Students will be provided

with the practical experience of putting administrative skills (learned previously) into practice in a simulated medical setting using electronic health care records (HER) which allow the student to learn proper HER management practices. Spring Charts EHR software will be utilized as a tool by students to help them perform the following tasks: gathering patient information, scheduling appointments, recording examination info, processing lab tests, and selecting codes. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system.

### **MA108 Employment Planning**

In this module, the students will learn gain the job hunting skills necessary to secure employment after completing the medical assistant program. They will learn how to use the tools of job searching, including the internet and social media, newspapers and career centers to search for job opportunities after completion of the course. They will learn to create proficient resumes and learn about job searching techniques. The students will also practice interviewing skills. They will learn about the most common mistakes of job seeking process as well as helpful tips in getting the job the student desires.

### **MA109 Externship**

Upon successful completion of all classroom training, Medical Assisting students participate in a 300-hour externship. The externship enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under general supervision of college staff. Externs are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. As the externship offers students exposure to the realities of their chosen profession and valuable actual work experience, students must complete their externship training to fulfill graduation requirements.

## **Massage Therapy Program (810 hours)**

### **Educational Objective**

This program is designed to prepare the graduate for a job as a massage therapist. Graduates will be expected to give therapeutic massage and bodywork treatments. The techniques are based in anatomy and physiology so that graduates will be able to perform massage therapy safely and with the most satisfactory outcomes.



In our goal is to provide the highest quality of education and training so that we may meet the following objectives:

- To instruct, enhance and assist the student in learning all components of the Massage Therapy Curriculum.
- To gain a comprehensive understanding of the workings and interrelationships of all systems of the body through anatomy, physiology, pathology and biomechanics.
- To help the student understand and recognize the indications and contraindications of massage therapy, as well as understand and be able to communicate the benefits it can provide.
- To develop and apply knowledge of the prevention and spread of disease, as well as maintaining sanitary working environments and good personal hygiene.
- To teach students to be proficient and excel in the practical application of massage therapy techniques and client relationships.
- To teach the necessary skills to plan, develop and operate a successful business within the Laws and Rules of the State of California and other governing authorities.

### **Career Opportunities**

A graduate of the Massage Therapy Program may launch his/her own business; find employment as a massage therapist (SOC Code 31-9011) and physical therapy aide (SOC Code 31-2012) or assistant (SOC Code 31-2011) in a hospital, chiropractic office, public or private health club/resort, or fitness centers, health clubs, salons and spas, rehabilitation clinics, multi-specialty medical groups, wellness facilities; or may be employed in the educational field as an instructor (SOC Code 25-1194) in a non-degree granting institution.

### **Admission Requirements**

Any person 16 years old or older, or has a high school diploma, or has passed the GED or high school proficiency test is eligible to enter the program. If a student has not graduated from high school and does not have a GED, or has not passed the California High School Proficiency Test, but is 16 years old or older, a determination of that student's ability to benefit from participation in the program will be required to pass an ability to benefit test (See information below).

Applicants for admission to the Massage Therapy program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee: \$100.00

**Test of Ability and Capacity to Benefit from Instruction**

**Ability to Benefit**

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West.

**Graduation Requirements:**

- Pass all modules, course, and terms
- Satisfy all financial obligations
- Complete the programs
- Pass the program’s final tests

**PROGRAM DESCRIPTION**

**Completion of Program credits, hours**

**Courses Required for Massage Therapy Certificate:**

Course No.	Course Title	Credits	Hours
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ANP-201	Anatomy & Physiology I	5	50
ANP-202	Anatomy & Physiology II	5	50
KIN-401	Kinesiology	5	50
PAT-301	Pathology	5	50
BPE-101	Business and Professional Ethics	6	60
CNM-101	Contraindications of Massage	2	20
HLH-101	Health & Hygiene	2	20
MSE-350	Massage Essentials	2	20
DTM-351	Deep Tissue Massage	2	20
TPB-352	Theory and Principles of Body Work	2	20
TMS-353	Therapeutic Massage	2	20
SHI-710	Shiatsu	5	50
SMG-712	Sports Massage	5	50
RFX-714	Reflexology	5	50
ACP-716	Acupressure	5	50
HMC-715	Hydrotherapy & Hydro Massage	4	40
SPM718	Specialty Massage	5	50
HSM101	History of Massage	4	40
INT-551	Internship	10	100

**Total: 81 units 810 hours**

The student who is meeting the 500 hours of instruction required by the California Massage Therapy Council (CAMTC) can apply for certification.

Please note that American West College has not applied for CAMTC approval yet. Students completing the program at American West College will not be able to get their massage therapy certification.

### **Course Descriptions**

#### **ANP-201: Anatomy & Physiology I**

**Description:** This module uses the systems approach to provide a basic overview of the organization and the introduction of the different systems of the human body. Combined with the basic overview of the chemistry, cell structure, membranes, tissues and muscular systems is the use of proper terminology and spelling of anatomical structures. Students will also learn word structure related to medical terminology. This module includes a thorough examination of muscles, bones, nerves, and the functioning of the body's systems. The subject matter in this module will include instruction in muscle origin insertion, action, and innervations. This material will provide students with the foundation of information and skill needed to determine where and when massage is most beneficial.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

#### **ANP-202: Anatomy & Physiology II**

**Description:** A continuation of Anatomy & Physiology I. Class time includes lecture and hands-on palpation to enable the student to fully integrate the material. Emphasis is placed upon studying and analyzing the human structure and its effect on body functions.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Anatomy & Physiology I

### **KIN-401: Kinesiology**

**Description:** The Kinesiology classes focus on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of skeletal muscles of the upper and lower body and the postural expressions they produce. Students learn the physiology and neurology of muscle tissue and neuromuscular techniques to palpate the muscles and relieve chronic tension in both the upper and lower body.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

### **PAT-301: Pathology**

**Description:** In this class we learn to understand how diseases develop in the body and how to prevent this from happening. Class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. We will cover many of the major diseases that are considered to be contraindications for bodywork. This class will also go into the body mind connection of disease to help you better understand the psychological factors to disease and healing. Standard precautions and the need to ensure client and therapist safety and wellbeing are also covered.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Anatomy & Physiology I & II

### **BPE-101: Business and Professional Ethics**

**Description:** This module will cover topics associated with the ethical considerations of the massage profession. Information regarding national and state certification and/or licensing requirements will be provided and their importance discussed as it pertains to the desired outcomes of the program. Ethical and professional standards for massage therapists are discussed and situational dilemmas are presented. In addition, since we prepare students for a broad range of employment opportunities, information on business procedures, accounting, insurance reimbursement, and various marketing strategies are presented. The class will also go into basic ideas on how to organize your business for greatest efficiency

and cost effectiveness.

**Number of Credits: 6**

**Total hours: 60**

**Prerequisites: None**

**CNM-101: Contraindications of Massage**

**Description:** This course will further your knowledge of common contraindications, medical precautions and endangerment sites relating to massage. It will also present information on proper intake forms, formulation of treatment plans, professionalism and informed consent. You will learn when massage is appropriate and when massage is not appropriate for your clients with common medical conditions. You will also be presented with information on headaches and when you need to refer your client to another health care professional.

**Number of Credits: 2**

**Total hours: 20**

**Prerequisites: None**

**HLH- 101: Health & Hygiene**

**Description:** Hygiene is one of the most key factors when it comes to performing massage therapy. This class will cover several types of cleanses for each of the organs and systems in the body so that you can not only prevent disease but can actually help to heal diseases that are already present. Many of the diseases plaguing our world today originate due to one or more of our organs being toxic.

**Number of Credits: 2**

**Total hours: 20**

**Prerequisites: None**

**MSE- 350: Massage Essentials**

**Description:** The Massage Essentials course is a unique program training you in the

fundamental, principles of massage therapy as a whole. In this class you will learn all of the basic traditional bodywork techniques that are used in a practice. Training will be provided in the underlying techniques. Students conduct research case studies to explore which style of work clients prefer. We then correlate these preferences to body-mind-spirit issues. The class includes both theory and hands-on application.

**Number of Credits: 2**

**Total hours: 20**

**Prerequisites: None**

### **DTM-351: Deep Tissue Massage**

**Description:** This hands-on class introduces deep tissue massage and trigger point muscle therapy. Focus is on reviewing terminology, muscle origins and insertions, trigger point pain patterns, muscle actions and record keeping. Students will have an expanded ability to focus on the musculature that is the source of pain and be able to release the muscles being affected by trigger points.

**Number of Credits: 2**

**Total hours: 20**

**Prerequisites: Massage Essentials**

### **TPB-352: Theory and Principles of Body Work**

**Description:** The theory, assessment and treatment techniques for Asian Bodyworks are taught. These include learning about Zang-fu (internal organ) signs and the Acupressure Point assessment and treatment. Our treatment techniques include balancing the Five Elements with Acupressure Points to treat specific conditions. The class will be exposed to a wide variety of bodywork approaches, including Swedish massage, Oriental massage theories, energetic techniques, and integrated massage approaches. You will learn about the philosophy and effects of these-and many other approaches Also included in this training is the use of Energy Building so that students can learn to build up the stamina and power to interact with clients in all spiritual, emotional and physiological levels.

**Number of Credits: 2**

**Total hours:** 20

**Prerequisites:** None

**TMS-353: Therapeutic Massage**

**Description:** The massage portion of our program includes techniques in Swedish Massage and Myofascial Therapy. These massage techniques are employed to relax the muscles and increase blood flow throughout the body. It helps bring nutrition to the cells, as well as remove waste and toxins which have accumulated in the body. We will teach you in prompting deep relaxation techniques, to facilitate flexibility, proper muscle tone and spinal alignment. In addition to hands-on techniques, professional conduct and draping will be practiced as well.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** Theory and Principles of Body Work; Massage Essentials

**SHI-710: Shiatsu**

**Description:** This hands-on class deepens the level of student competency in Shiatsu. Shiatsu is an ancient form of Japanese Bodywork which focuses on working with the energy of the body. Our class works with specific meridian pathways to support a client's overall health by balancing, enhancing and restoring the natural flow of Qi. The practitioner uses gentle acupressure and passive stretches to increase blood flow and to relax muscle tension.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Theory and Principles of Body Work; Massage Essentials

**SMG-712: Sports Massage**

**Description:** This hands-on class presents techniques that can be applied with various athletes and injury cases. The class instructs in a specific massage technique that uses a system of smooth movements such as gliding, compressing, and stretching. Pre-event and post-event massage techniques as well as maintenance/remedial massage techniques will



be covered. Muscle identification and joint movement will also be reviewed Sports massage focuses on the manipulation, management, and rehabilitation of soft tissues. Athletic and common client injuries will be discussed and students will learn protocols to address such injuries.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites:** Kinesiology; Anatomy & Physiology I & II

### **RFX-714 Reflexology**

The class is about improving the functions of organs, connective tissues, bone structure, body systems, and energy pathways. Reflexology is a form of alternative medicine that is based on the massaging, squeezing or pushing precise areas of the feet and the palms. The intention of the massaging is to indirectly benefit other portions of the body and to improve overall health. We will learn how to improve blood circulation and induce relaxation, reduce pain and bring about an improvement in overall health to clients. The instruction in class integrates this system with Polarity Therapy, making this class a more dynamic and effective modality.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites:** None

### **ACP-716 Acupressure**

Students learn the ancient Chinese art of acupressure. Utilizing the same meridian pathways and pressure points as acupuncture, the student learns to use fingers to apply pressure to relieve pain and help clients feel better and become healthier. Class focuses on the theory as well as the application of theory in laboratory experiences.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites:** CMT-354: Assessment of Chinese Medical Theory

### **HMG-715: Hydrotherapy & Hydro Massage**

The student will be introduced to ways to use water and heat as an adjunct to the process of massage therapy. The class will provide both theory of hydrotherapy and hydro massage and practical application through laboratory experiences. Students will become familiar with the use of moist heat, compresses, ice, hydro collator packs, whirlpool, sauna and steam baths.

**Number of Credits: 4**

**Total hours: 40**

**Prerequisites: None**

### **SPM-718: Specialty Massage**

**Description:** Students will learn about specialty massage techniques including chair massage and lymph massage in this class. More than half of class time will be used to focus on giving students hands-on experience after the theoretical grounds have been covered in lectures.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites: None**

### **HSM-101: History of Massage**

**Description:** This course will explain why massage is known as one of the earliest remedial practices for the relief of pain and discomfort, and why massage is a natural and instinctive remedy for some illnesses and injuries. Upon completion of the course, students will be able to name three historic Greeks who professed the benefits of exercise and massage, explain how developments in the 19<sup>th</sup> century influenced modern massage therapy, and why massage practitioners should understand massage history.

**Number of Credits: 4**

**Total hours: 40**

**Prerequisites: None**

**INT-551: Internship**

**Description:** This class lets students practice their skills, and techniques necessary to be an effective and professional practitioner. Emphasis will be placed on the review of each student's private client work, with the refinement of skills attained in integration.

**Number of Credits:** 10

**Total hours:** 100

**Prerequisites:** Completion of all units

## TUITION AND FEES

	<b>Massage Therapy</b>	<b>Medical Assistant</b>	<b>Business Administration</b>
Tuition	<b>\$6,500.00</b>	<b>\$10,000.00</b>	<b>\$1,200/quarter</b>
Registration	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100</b>
Equipment and Instruments	<b>\$250.00</b>	<b>\$1,000.00</b>	
Books	<b>\$610.00</b>	<b>250.00</b>	<b>400</b>
STRF Fee (When applicable, see information below)	<b>\$3.43</b>	<b>\$5.55</b>	<b>\$10</b>
Total Tuition and Fees	<b>\$7,460.00</b>	<b>\$11,350.00</b>	<b>\$19,200</b>
The Estimated Charges For the Current Period of Attendance	<b>1st 16 weeks--\$5,000 2<sup>nd</sup>6.5 weeks--\$2,460</b>	<b>1st 16 weeks--\$8,000 2<sup>nd</sup>4.5 weeks--\$3,350</b>	<b>\$19,200</b>

### **About the STRF (Student Tuition Recovery Fund):**

\* You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the

student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Ste, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Effective February 8, 2021, the Student Tuition Recovery Fund (STRF fee for each program is fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education**

**1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834**

**Or by mail:**

**P.O. Box 980818, West Sacramento, CA 95798-0818**

**P (916) 754-8900 or (888) 370-7589**

**F (916) 263-1897**

**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

## Equipment, Tools

### Equipment List for Massage Therapy:

Item	Description	Leased	Owned	Quantity
Computer	Each classroom is equipped with a PC		Yes	10
Monitor	Each Classroom is equipped with a large monitor or projection equipment		Yes	5
Keyboard	Each Classroom equipped with PC		Yes	5
Mouse	Each Classroom equipped with PC, software and accessories		Yes	5
Printer	A variety of Printers		Yes	4
Copier	Canon Image Runner Copier		Yes	3
Projector	Projection and Presentation Software		Yes	2
Television	Westinghouse Large Flat Screen TV		Yes	2
Massage Table	Ironman Astoria Massage Table w/ Warming Pad		Yes	2
Heat	Fabrication Enterprises Prossage Heat		Yes	5
Gel	Fabrication Enterprises Bio Freeze Gel		Yes	5
Massage Tool	Acuforce 3.0 Massage Tool Weighted Physical Therapy		Yes	2
Physical Therapy Tool	Acuforce Massage Star XL Weighted Physical Therapy Tool		Yes	1
Massage Chair	Strong Lite Ergo-Pro Massage Chair		Yes	2
Anatomical Charts	Trigger Points, Reflexology, Anatomical, etc.		Yes	5

**Equipment List for Medical Assistant:**

Description	Leased	Owned	Quantity
Examination tables		Yes	4
Exam lights		Yes	4
EKG machines		Yes	1
Scales		Yes	1
Hemoglobin machines		Yes	1
Locked cabinetry		Yes	1
Autoclave		Yes	1
Syringes		Yes	5
Biohazard Sharps Containers		Yes	2
Exam gowns		Yes	5 boxes
Cotton balls and swabs		Yes	2 boxes
Suturing materials		Yes	2
Masks and gloves for staff		Yes	2 boxes
Sterilizing solution		Yes	5
Glucometer		Yes	2
Otosopes		Yes	5
Tongue depressors		Yes	5
Penlights		Yes	5
Sphygmomanometers		Yes	2



Ear scopes		<b>Yes</b>	<b>1</b>
Tuning forks		<b>Yes</b>	<b>2</b>
Scalpels		<b>Yes</b>	<b>1</b>
Forceps		<b>Yes</b>	<b>2</b>
Hemostats		<b>Yes</b>	<b>2</b>
Needle holders		<b>Yes</b>	<b>3</b>
Computers /Software		<b>Yes</b>	<b>5</b>
File Cabinets/files		<b>Yes</b>	<b>2</b>
Copy Machine/ Printer		<b>Yes</b>	<b>2</b>
Phone		<b>Yes</b>	<b>1</b>

### **Textbooks for Massage Therapy Program**

<b>Name of Book</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>	<b>Cost</b>
<i>Theory &amp; Practice of Therapeutic Massage , 5<sup>th</sup> Edition</i>	Mark F.Beck	Milady	9781435485242	82.37
<i>Trail Guide to the Body &amp; Trail Guide to the Body, 4<sup>th</sup> Edition,</i>	Andrew Biel	Books of Discovery	9780982663400	49.98
<i>Fundamentals of Anatomy and Physiology, 3<sup>rd</sup> Edition</i>	Donald C. Rizzo	Cengage	9781435438712	69.82
<i>The Balanced Body: A Guide to Deep Tissue and Neuromuscular Therapy with CDROM, 3rd edition</i>	Donald Scheumann	Lippincott Williams & Wilkins	9780781763080	63.62
<i>A Massage Therapist's Guide to Pathology, 5<sup>th</sup></i>	Ruth Werner	Lippincott Williams & Wilkins	9781608319107	52.75
<i>Stedman's Medical Dictionary for the Health Professions and Nursing, 7<sup>th</sup> Edition</i>	Stedman	Lippincott Williams & Wilkins	9781608316922	36.89

<i>Medical Conditions and Massage Therapy: A Decision Tree Approach (LWW Massage Therapy and</i>	Tracy Walton	Lippincott Williams & Wilkins	9780781769228	59.24
<i>Massage: A Career at Your Fingertips</i>	Martin Ashley JD LMT	Enterprise Publishing	9780964466258	25.95
<i>Kinesiology: The Mechanics and Path mechanics of Human Movement</i>	Carol A Oatis, PT, PhD	Lippincott Williams & Wilkins	9780781774222	85.15
<i>Basic Clinical Massage Therapy: Integrating Anatomy and Treatment Second Edition (LWW Massage Therapy and Bodywork Educational</i>	Clay, James H. and David M. Pounds	Lippincott Williams & Wilkins	9780781756778	58.11
<i>Traditional Chinese Medicine: An Authoritative and Comprehensive Guide</i>	Henry Lu	Basic Health Publications	9781591201328	19.95

### **Textbooks for Medical Assistant Program**

<b>Name of Book</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>	<b>Cost</b>
<i>Medical Terminology for Health Professions, 7th Edition</i>	Ann Ehrlich, Carol Schroeder	Delmar Cengage	9781111543273	110.95
<i>Lippincott Williams &amp; Wilkins' Clinical Medical Assisting, 4th</i>	Judy Koronenberger	LWW	9781451115758	94.99
<i>Study Guide for Lippincott Williams &amp; Wilkins' Clinical Medical Assisting, 4th Edition</i>	Judy Koronenberger	LWW	9781451115765	39.99
<i>Lippincott Williams &amp; Wilkins' Administrative Medical Assisting, 3rd Edition</i>	Laura Durham	LWW	9781451115796	93.99
<i>Study Guide for Lippincott Williams &amp; Wilkins' Administrative Medical</i>	Laura Durham	LWW	9781451115802	39.99

<i>Understanding Health Insurance: A Guide to Billing and Reimbursement (with Cengage EncoderPro.com)</i>	Michelle A Green	Cengage	9781285737522	169.95
<i>Workbook to Accompany Understanding health Insurance: A Guide to Billing and Reimbursement.11<sup>th</sup> Edition</i>	Michelle A Green	Cengage	9781133283751	59.95
<i>Electronic Health Records 3<sup>rd</sup> edition</i>	Byron R. Hamilton	McGraw Hill	9780073402147	121.75
<i>Microsoft® Word 2016 - Illustrated Introductory 1st</i>	Jennifer Duffy	Cengage Learning	978-1285093123	74.95
<i>Step by Step: Microsoft Excel 2016</i>	Curtis D. Frye	Microsoft Press	9780735681019	29.99

## ADMINISTRATION AND FACULTY MEMBERS

### **Chief Executive Officer or President**

**Tina Park** earned a BA in Accounting from the Hofstra University. She has been a dean of academic affairs at the Reformed University and taught educational courses there. She worked as a financial/compliance auditor in New York Stock Exchange (NYSE) in New York and Protiviti in Los Angeles, California. She was also a former member of the board of trustees for the [Los Angeles Community College District](#).

### **Chief Academic Officer**

**Carlos Salinas** has over 20 years of experience as an administrator and teacher several colleges and universities, including Life University.

### **Chief Operating Officer and Contact Person**

**Dr. Yong Pyo Hong** has over 40 years of experience as an administrator, teacher and advisor for many colleges and universities. Received his Doctor of Missiology program from Asbury Theological Seminary and Doctor of Missiology and postdoc program Ph. D in ICS from Fuller Theological Seminary. He is an author and translator of 90 books in English and Korean.

### **Admission/Placement/Student Advisor**

**Dr. Curi Kenmark** is teaching Biology and Chemistry. She graduated Yonsei University (B.A.) and University of Irvine (M.A. and Ph.D.). She had served for University of Irvine, CA and American Sports University. She also worked for a counselor of insurance companies.

### **Massage Therapy Instructor**

**Dr. Elmer Ray Masters** is teaching natural healing and massage therapy. He graduated Bangauard University (B.A. in Th.), California graduate School of Theology (MA), Messianic Jewish Colloge (STD), additional certificate at SCU-Fresno, and ND degree at Colegio En Honduras De Medicina and Cleveland Chiropractic College of the West. He is an authentic practitioner of naturo-therapic and chiropractic field for three decades.

**Kyung S. Lee** is a graduate of Kyung San Oriental Medical University with a master's degree of Oriental Medicine. Mrs. Lee owned two clinics – Olympic Acupuncture & Herb Clinic located in

the city of Los Angeles, CA. She is a Certified Massage Therapist licensed by the California Massage Therapy Council (CAMTC). She is also licensed to practice acupuncture by the State of California.

### **Medical Assistant Instructor**

**Gilbert L. Quintanar** is a graduate of Western New Mexico University, Ed.D. He also has also 20 years college/university experience, including biology instructor, having taught at CAL State Polytech University Pomona and Argosy University, Orange, CA. He is an instructor in the Medical Assistance program as well as in the Massage Therapy.

**David S. Lee** graduated California Central University (B.A. and m. Div.) and graduate of South Baylo University LA with a master's degree of Science in Oriental Medicine in 1995. He practice an Acupuncture Clinic in Los Angeles, CA from 2000-Present.

### **General Education Instructors**

**Mike A. Rodriguez** is a computer program including Adobe Photoshop, Indesign, Website Creation, and MS OMS instructor and program coordinator. He is a graduate of LA TT College. He served for ASU, SB CA.

**Dr. Joyce S. Leem** is teaching education, life principle, and psychology. She graduated from Seoul Ewha University in Seoul, Korea in 1987. She served in Salvation Army in South Korea in 1993. Most recently, she served in United Mission Evangelical Church in Los Angeles as a professor.

**Dr. In Timothy Song** is teaching Literature, English and Biblical language. He graduated Hansei University (BA), Washington Bible College and Capital Seminary (Th.B.), Presbyterian Theological Seminary, NY (M. Div.), and Faith Theological Seminary, PA (Th.D.). He taught literature, languages and theology at several colleges and universities in North America.

**Dr. Jacob Sim** is teaching ethics and leadership. He graduated Manila Theological College (B.A.), the General Assembly of Korean Evangelical Presbyterian Churches in America (KPTCS) (M.Th.), Soong Sil University (MLP), American Theological College and Seminary (Th.M.), Cohen University (B.A., DCU), California Central University (CCU) (Th.D.). He served as the Vice President of Yeshua University from (2010-2020).

**Hannah L. Jang** is teaching humanities and psychological counseling and healing. She graduated Hanyang University (B.A. Dancing Music) in 1970, Bethesda Christian University (B.A.) in 2005, Azusa Pacific University, SLC counseling certificate, and American Evangelical University (M.

Div.). Most recently, she taught music, voice, and body worship dancing at KSU and other Christian colleges.

### **Faculty Qualifications**

American West College seeks faculty who can contribute to its educational and spiritual objectives.

#### 1) Basic Qualifications

- Authentic regeneration experience and high level of commitment to God
- Agreement of the University Statement
- Highly respected in character and deed
- Academic excellence
- Able to teach

#### 2) Preferences and additional qualifications

Preference for employment is given to those holding doctoral degrees, are active involvement in local church ministry, and ordained in ministry leadership and global mission. Faculty must possess the following qualifications:

- a. A high level of spiritual development and a theology consistent with the theological positions of AWC. This will be evidenced by an agreement to sign a AWC statement.
- b. A high level of academic preparation which is relevant to both the Christian community and also to the secular community. The faculty is required to have a graduate degree from an accredited post-secondary institution. The degree must be in the area in which they desire to teach (although we may occasionally operate on the basis of our accrediting agency's willingness allow us to let a professor with a masters in one area occasional teach in a different area if he or she has 18 graduate credits in that new area).
- c. Demonstrated leadership skills within Christian ministry. This will be evidenced by showing that the potential faculty person has held professional or voluntary ministry positions either in a church or parachurch setting for a period of at least 2 years.
- d. An on-going commitment to ministry within the Christian community. This will be evidenced by the applicant's current membership in a local church or participation in a local church setting or in a domestic and global mission field.